

Approved July 2, 2013

WENHAM BOARD OF SELECTMEN
Meeting of Tuesday, June 4, 2013
Town Hall, 138 Main Street

Pursuant to the Open Meeting Law, M.G.L. Chapter 30A, §§ 18-25, written notice posted by the Town Clerk and delivered to all Board members, a meeting of the Board of Selectmen was held on Tuesday, June 4, 2013 at 7 pm in the Selectmen's Meeting Room. With a quorum present, Mr. Whittaker called the Board of Selectmen meeting to order at 7 pm.

Selectmen Present: Ken Whittaker, Chair; Patrick Wilson, Vice Chair; Jack Wilhelm, Secretary
Also Present: Mark Andrews, Town Administrator; Catherine Tinsley, Minutes Secretary

Abbreviations used:
BOS Board of Selectmen

Public Information
Agenda
Department of Telecommunications Letter
Police Contact / Firefighters Contract

Welcome and Overview of Agenda
Presentation by Guest
Announcements

Mr. Andrews announced the Town is seeking volunteers to work, with the Metro Planning Commission and other local communities on the Community Energy Strategies Program for sustainable energy. The first meeting is June 20, 2013.

Mr. Whittaker announced that the Department of Telecommunications and Cable Communications will investigate Comcast rates. The hearing is scheduled for October 16, 2013. Additional information is available through the Town Administrator's office. On behalf of the BOS, Mr. Whittaker thanked those involved in the Memorial Day ceremonies and parade.

Old Business

Wenham Tea House: Request for outside musical entertainment - Chris Keohane, Wenham Tea house Operations Manager, was present. He confirmed that the eight neighbors closest to the Tea House were sent notification of the request for an Entertainment License to have music played for outside diners. One comment was received back from the Church, supporting the license, if it would not interfere with church services. At the time of the meeting, the BOS had not been able to confirm if a special license was required. Mr. Whittaker stated that if a permit were needed, a public hearing would be required. If it were not, the BOS would take action at the next meeting.

The Chair recognized Kerlin Eardley, 20 Monument Street who asked for clarification regarding "no loud amplification" would be used. Mr. Keohane responded that a small speaker is necessary for a digital piano to be heard. The music is intended as background for diners Thursday through Saturday and will play no later than 8:30 pm.

Grounds Maintenance Agreement - Mr. Andrews has reviewed the Grounds Maintenance Agreement with Hamilton and the Schools; an amended draft for this shared service is expected to be voted and in place by June 30, 2013.

Financial Procedures and Policies Draft - Mr. Andrews reported that a draft of Financial Procedures and Policies was provided to the Finance Committee for comments. The goal is to finalize the policies within the month.

Appointments Boards/ Committees - This was held until the BOS retreat on June 14, 2013. No action was taken.

Appointment for the Board of Health - The BOH Chair, Gerry Donnellan was present to recommend the appointment of Alyson Preston to fill an existing three-year appointment through 2014. Ms. Preston was introduced to the Selectmen and spoke briefly on her interest in serving on the BOH.

Vote: Mr. Wilhelm moved, and it was seconded, to appoint Alyson Preston to the Board of Health through 2014 to finish out an existing term.

Wenham Affordable Housing Trust: Approval of Friend Court Rental Conversion - The BOS recently voted to approve the Town's affordable unit at 11 Friend Court be rented, and establish a Limited Liability Company (LLC). Mr. Whittaker reported that the Promissory Note was for the full value of the property at the purchase price of \$238,500. The Affordable Housing Trust requested the BOS to approve a transfer of Home Consortium Funds to pay the necessary work to bring the condominium into compliance for rental units, not to exceed \$30,000.

Vote: Mr. Wilhelm moved, and it was seconded, to approve Home Consortium Funds to prepare 11 Friend Court as a rental unit not to exceed a cost of \$30,000, and to transfer the property to the newly formed LLC for \$238,500. The motion carried unanimously.

Wenham Museum Faery Festival June 29 & 30, 2013 - The BOS acknowledged a request from the Wenham Museum to use town hall grounds / upper parking lot for events on June 29 -30, 2013 and September 21, 2013.

Vote: Mr. Wilhelm moved, and it was seconded, to approve the use of town hall grounds as requested by the Wenham museum. The motion carried unanimously.

COA Board - Those interested in serving on the Council on Aging Board should submit a letter of interest through the Town Administrator's office. Mr. Andrews reported that fifteen resumes have been received to date for the COA Director position. Mr. Wilhelm asked that people interested in serving on an ad hoc search committee to evaluate resumes for the Director position contact the Town Administrator's office.

Government Study Committee - There is an open seat on the Government Study Committee. The Committee was charged with reviewing the structure of town hall government and specifically for an expanded roll for the Town Administrator.

New Business

Fire Department: Summer Coverage - Fire Chief Blanchard was present to request the BOS authorize (fire) station coverage on weekends during the summer starting July 4, 2013, as has been past practice. While on duty, firefighters will train and work around the building.

Vote: Mr. Wilhelm moved and it was seconded to approve weekend coverage at the fire station for the summer starting July 4, 2013. The motion carried unanimously.

The Police Benevolent Association of Wenham -Mr. Andrews reported a new three-year contract has been negotiated saying the negotiations went well and gave an overall summary of the contract.

Vote: Mr. Wilhelm moved, and it was seconded, to approve the proposed three-year contract with the Police Benevolent Association of Wenham. The motion carried unanimously.

The Wenham Call Firefighters Association - Mr. Andrews reported that a new, three-year contract has been negotiated with the Firefighters and gave an overall summary of the contract.

Vote: Mr. Wilhelm moved, and it was seconded, to approve the proposed three-year contract with the Wenham Call Firefighters Association. The motion carried unanimously.

Special State Election Warrant: Senator in Congress - Mr. Whittaker read the legal announcement for the State Elections, Tuesday, June 25, 2013 to cast votes for a special State Election for Senator in Congress.

Vote: Mr. Wilhelm moved, and it was seconded, to sign the Special State Election Warrant. The motion carried unanimously.

Reports

Finance Department

Mr. Andrews updated the BOS on the status of the Finance Department:

1. Department heads and staff are preparing for end of the year budget process
2. Fiscal Year back taxes are being prepared for processing
3. A second part-time assistant for the Treasurer / Collector has been hired
4. Work to bring the cash flow and reconciliation up -to day continues to be worked on
5. The department is preparing for the audit

The BOS reviewed the weekly report from Baystate Municipal Accounting Group (BMAG).

Mr. Wilhelm responded that the reports are good and helpful. He requested that the Interim Finance Director be present to give the updates and answer questions. He noted that some issues are several years old and questioned why this was not brought up by the auditors in previous years. Mr. Andrews concurred and said he would talk with Powers and Sullivan.

Mr. Whittaker suggested the BOS discuss rotating auditing firms as a healthy check system.

Mr. Wilhelm noted his concern that the cash reconciliations are so far behind and questioned if the Town will be prepared for the audit. Mr. Andrews noted that the first phase would be to review contracts.

Resumes for the Town Accountant position must be submitted by June 6, 2013. The BOS asked to receive copies and that an ad hoc screening committee be set up to review the submissions.

Mr. Andrews reported Danvers and Wenham together received a \$50,000 grant from the Mass Department of Conservation and Recreation for stone dust to be put on the Rail Trail. DPW Supervisor Bill Tyack and Conservation Coordinator Emily Cademartori were recognized for their work making the Rail Trail possible.

Regional Emergency Call Center (RECC) - Mr. Andrews gave a brief update on the RECC saying the Towns of Wenham and Essex will be the first communities switched over to the new center on June 26, 2013.

There have been discussions regarding the alarms directly wired to the Emergency Center in Hamilton. The process and cost to connect these alarms to the new RECC will be covered by the State. Residents may choose their own alarm company.

Mr. Wilhelm asked that the Town send out information and updates to the residents regarding the new RECC including contact numbers to call with questions.

Chief Blanchard announced that Anne Marie Cullen has retired from the Hamilton Wenham Emergency Center and recognized her with thanks and appreciation for her dedication and work.

Mr. Whittaker said that the town hall employees are reviewing the web site developer's list of suggestions and a draft is forthcoming.

Senator Tarr has filed a Bill on behalf of the Town of Hamilton to impose a lean to secure unpaid water charges on homes in the town of Wenham that are connected to Hamilton water service. This includes twenty homes. Nine households in Hamilton are connected to Wenham water service.

Minutes - May 21, 2013 Open / ES

Vote: Mr. Whittaker moved, and it was seconded, to approve the May 21, 2013 open/es minutes. The motion carried unanimously.

Vote: Mr. Wilhelm moved to adjourn at 8:31 pm and it was unanimous to do so.

Respectably submitted by

Catherine Tinsley